

Creating a Mid-Year Class Rank

This document will review the process to create and run a MID-YEAR class rank/GPA for students.

Creating Mid-Year Class Rank

Navigation: Start Page > School Setup > Class Rank > Class Rank Settings

1. From the Start Page, go to **School** and then click **Class Rank** located in the Grading section of the of the School Setup screen. The Class Rank Settings screen displays.

Grading	Description
Class Rank	Define class rank types and set update frequency.
Comment Setup	Define teacher comment bank and maximum comment lengths.
Current Grade Display	Determine school specific quick look up screen settings.
Final Grade Setup	Define school specific beginning and ending dates and codes for marking grade terms.
GPA Student Screens	Select GPA codes and headings for school specific GPA screen.
Honor Roll	Define methods used to calculate honor roll.
Final Grade Entry Options	Define PowerSchool Teacher Final Grade Entry settings.
Variable Credit Setup	Update variable credit settings for all sections.

2. Click on **Class Rank Methods**. The Class Rank Methods screen displays.

Class Rank Settings	
Function	Description
Class Rank Methods	Define and manage the class rank methods used for this school.
Recalculation Frequency	Define how often current class ranks are recalculated.

3. Click **New** to create a new Class Rank Method.

Class Rank Methods	
<div>New</div>	
GPA Calculation Method	Description
No class rank methods have been defined for this school.	

4. Type the description of **Mid-Year Weighted Class Rank** in the **Description** field.

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5. Choose **NC Weighted Mid-Year GPA** from the dropdown for the GPA calculation.
6. Ensure that GPA result is **Numeric**.
7. Check the box to **only include grades that count in class rank**.
8. Check the box that **excludes students who are excluded from class rank**.
9. If your school has early graduates and they should be counted in the class rank, check that box and add the appropriate exit code for early graduates.
10. Click **Submit**.

Class Rank Method

General	
Description	Mid-Year Weighted Class Rank
GPA Calculation Method	NC Weighted Mid-Year GPA
GPA result is	Numeric
Only include grades	<input type="checkbox"/> that count in class rank (overrides GPA setting)
Exclude students	<input type="checkbox"/> that are excluded from class rank
Include early graduates?	<input type="checkbox"/>
Early graduation exit code	

Submit

11. Go back to the **Class Rank Settings** page and click on **Recalculation Frequency**. The Class Rank Recalculation Frequency screen displays.

Class Rank Settings

Function	Description
Class Rank Methods	Define and manage the class rank methods used for this school.
Recalculation Frequency	Define how often current class ranks are recalculated.

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12. Click **Recalculate Now**.

Class Rank Recalculation Frequency

Recalculate current class ranks

Daily

▼

Recalculate now

Submit

13. Once this process completes, a Class Rank Report can be run on the System Reports page.

Changes Recorded

✓ The changes have been recorded.

Back

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